The GALLERY TRUST

A community of special schools

Welfare and Personal Care Assistant
Candidate Information Pack
2022

Thank you for your interest in the post of Welfare and Personal Care Assistant at Springfield School.

Springfield School is a special school for primary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose built site. Our secondary pupils are also located in a purpose built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Welfare Assistant: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

Welfare and Personal Care Assistant
Grade 4
20 hours per week, 38 weeks per year, term time only
Monday to Friday 10am – 2pm
To start as soon as possible

A Welfare and Personal Care Assistant role at Springfield School is rewarding, exciting and challenging.
If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values.

Application Process

To apply for this post, please email office.7012@springfield.oxon.sch.uk You can also download an application form and job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Thursday 24th March at 5:00pm** to office.7012@springfield.oxon.sch.uk or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Shortlisting will take place on **Monday 28th March**, the selection will be with reference to the job description and person specification. The interviews will be held on **Monday 4th April.** The interview process will include a series of tasks and a panel interview.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Welfare and Personal Care Assistant
Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Leaders if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To work within all departments at Springfield School and to assist in the personal care, welfare and management of the pupils.

Key Responsibilities:

Duties and Responsibilities

- Establish rapport and respectful, trusting relationships with young people, acting as a role model, and setting high expectations.
- Promote inclusion and acceptance of all
- Assess the needs of young people and use detailed knowledge of personal care needs to support them
- Ensure safety, welfare, and personal hygiene. (Basic first aid to be included where appropriate)
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Work as part of a team assisting in the personal care and management of pupils with a disability and/or medical condition
- Liaise with professional staff in the care management of individual children/students
- Attend to physical and personal hygiene needs including:
    - Bathing and cleansing
    - Toileting pupils and helping them learn to use specialist equipment
    - Dressing and undressing
    - Feeding, where necessary and being aware of special techniques, which may be used (after training)
    - Moving and handling pupils (after training)
- Undertake minor tasks related to maintaining and enhancing the school environment.
- Take a full and active part in the life of the school.
- Undertake other duties as may be commensurate with the grade and nature of the post.

Support for the Organisation

- Comply with and assist with the development of policies and procedures relating to safeguarding, health & safety, confidentiality, and data protection, reporting all concerns to an appropriate person
- Contribute to the overall work and ethos of the organisation
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people
- Contribute to the development of appropriate multi-agency approaches to supporting young people.
- Improve one's own practice through training, observation, evaluation, and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to support others
- Contribute to the identification and execution of appropriate out-of-school activities, which consolidate and extend the school activities.

Tasks Specific to the Role

- To maintain and develop high standards of personal care under the direction of the senior leadership team within the school
- To assist with the supervision and feeding of pupils and students during the lunch time period
- To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and training where appropriate.

The above **list** of **job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Selection Criteria
Welfare and Personal Care Assistant, Springfield School

	Essential	Desirable
Professional Qualifications		Level 2 (GCSE or equivalent) in Maths and English or suitable equivalent experience
Experience	Previous experience of working with children and / or people with disabilities	Previous experience working in a school environment Previous experience working with SEN, ASD, SLD and PMLD.
Professional Knowledge & Skills	- Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts. - The ability to communicate, both orally and in written form, with a range of parties including parents, teachers and classroom support assistants and para-medical staff. - The ability to follow manual handling programmes (after training). - The ability to feed and supervise young people (after training). - Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils. - Desire to constantly improve own practice/knowledge through self-evaluation and learning from others. - Ability to relate well to children and adults - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - A commitment to safeguarding and health and safety legislation - A commitment to following all school policies - A commitment to upholding the school's vision and values - Understanding of child development and learning	Experience of working with or caring for children of relevant age.
Personal Skills and Qualities	- An understanding of or willingness to learn about the barriers to learning faced by pupils with complex needs	